

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION RTP, NC		2. POSITION NUMBER N081913	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position				US OPM JFS for Technical Work in the Engineering and Architecture Group, 0800, 5/2007	
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	* Environmental Engineer	GS	0819	12	001
4. Supervisor's Recommendation	Chemical Engineer/Environmental Engineer	GS	0893/0819	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Research and Development		g.			
c. National Homeland Security Research Center		h. Employing Office Location RTP, NC			
d. Decontamination & Consequence Management Division		i. Organization Code NGB00000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
Shawn Ryan, Dir, NHSRC/DCMD		Brian Kleinman, Act Dep Dir Mgt NHSRC			
b. Signature	c. Date	e. Signature	f. Date		
CN=Shawn Ryan/OU=RTP/O=USEPA/C=US	10/15/2015	CN=Brian Kleinman/OU=CI/O=USEPA/C=US	10/16/2015		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards					
a. Promotion Potential					
<input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: 13					
b. PSB Risk Designation	c. Financial Disclosure Form	d. "Identical, Additional" (IA) Allocation	e. FLSA Determination	f. Functional Classification Code	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	<input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	11	
g. Bargaining Unit Code	h. Check, if applicable:		i. Classifier's Signature		j. Date
1050	<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (50% of time) <input type="checkbox"/> This position is subject to random drug testing ()		JMAP		2/2/16
11. REMARKS					
* classifiable as chemical Engineer 0893 or Environmental Engineer 0819 Risk determined by program memo attached to action					

STATEMENT OF DIFFERENCE GS-12
(2 grade interval series)

This is a statement of difference to the full performance position identified on the cover sheet. The incumbent of this position will function at the GS-12 level until all legal, regulatory and administrative requirements which permit assigning the full GS-13 performance level duties are met. Promotion to the GS-13 level is neither mandatory nor automatic upon completion of these requirements. Management retains the right to determine when the incumbent is qualified for the next higher grade. All duties and responsibilities in the next higher level position are assigned to the incumbent of this position with the following amendments:

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**Chemical Engineer (0893)/Environmental Engineer (0819) -
GS-13**

POSITION SUMMARY:

As a Principal Investigator you will:

- Conduct independent research in response to EPA's priorities, specifically EPA's Homeland Security responsibilities;
 - Lead and participate on multidisciplinary teams of researchers and stakeholders;
 - Serve as a senior scientist and technical authority;
 - Manage extramural research projects using research support contract(s).
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INTRODUCTION

This position is located in the Decontamination and Consequence Management Division (DCMD) in the EPA's Office of Research and Development's (ORD) National Homeland Security Research Center (NHSRC). NHSRC is the principal entity within ORD responsible for homeland security-related research and technical support. NHSRC develops the scientific and technical foundations that provide decision makers with the understanding, knowledge, and tools which they need to prevent, mitigate, and manage a range of potential threats and incidents of national significance. The research and technical support is based on the stated needs of EPA Program Office and Regional partners, specifically focused to improving the EPA's (and, hence, the Nation's) ability to respond in the event of a chemical, biological, or radiological agent or material release as well as contamination due to natural disasters. Within NHSRC, the DCMD staff has expertise in research related to contaminant fate and transport, hazard mitigation, decontamination, and waste management.

NHSRC research objectives are developed based upon legislated requirements of the Bioterrorism Act, Homeland Security Presidential Directives (e.g., HSPDs-7, -9, -10, -22), and Presidential Policy Directives (e.g., PPD-8, National Preparedness) that have been issued by the United States Government (USG) as well as EPA's mission as described in the National Response Framework. NHSRC interacts with various agencies and organizations associated with, and responsible for, homeland security research and technical support in the USG, state/local/tribal decision makers and stakeholders in the private sector.

NHSRC staff must maintain an awareness of NHSRC's information security policies and procedures. NHSRC staff must be able to pass a Single Source Background Investigation (SSBI) for the purpose of obtaining and maintaining a SECRET or TOP SECRET security clearance.

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

30%

Conduct independent research in response to EPA's priorities, specifically EPA's Homeland Security responsibilities. Formulate concepts, develop hypotheses, prepare research plans, carry out investigations and experiments, analyze and interpret results, and develop methods. Conduct analysis of data collected to summarize and effectively communicate results to project participants, research community, agency personnel and national and international subject matter experts. Evaluate sampling and analytical instruments and recommend procurement or modifications. Publish findings in technical publications and journals. Participate in technical workshops, professional workshops, and scientific meetings and symposia for the purpose of presenting research results and maintaining a current awareness of development and advances in environmental science.

DUTY 2

30%

Lead and participate on multidisciplinary teams of researchers and stakeholders. Plan, direct, and coordinate research efforts intended to establish new methods or approaches. Define objectives and organize the collection and reporting of data. Conceive and design experiments in response to EPA needs for data in specific area of emphasis. Conduct experiments; train and provide technical direction to team members; analyze and interpret resulting data; prepare reports and articles for publication in scientific journals; and relate experimental results to the mission of EPA by means of oral and written technical communications.

DUTY 3

30%

Serve as a senior scientist and technical authority. Perform comprehensive studies for a wide variety of program initiatives in order to form the technical basis for new standards, program direction, and/or an understanding of scientific problems. Advise scientists and officials both within and outside the government. Facilitate collaborative experimentation with other scientists and serve on scientific task forces and committees.

DUTY 4

10%

Manage extramural research projects using research support contract(s). Serve as a Work Assignment or Task Order Contracting Officer's Representative on extramural contracts or as a Project Officer on Interagency Agreements, Grants, or Cooperative Agreements, for the purpose of monitoring the technical progress and performance of specific delegated portions of the work under extramural vehicles. Prepare procurement

requests, statements of work, and estimated budgets. Monitor costs and manage overall technical performance.

Area of expertise or other related information:

- Command of fundamental and advanced chemical and environmental engineering principles, such as chemical reactions, reaction kinetics, mass and energy transport, material properties, and microbiology;
 - Ability to apply fundamental and advanced chemical and environmental engineering principles to the study of remediation activities related to biological, chemical, or radiological contamination. Remediation activities include decontamination and waste management related processes, including understanding the impact of fate and transport;
 - Application of engineering principles to the development of research studies that may include:
 - Understanding the effectiveness of processes for the decontamination of environmental surfaces contaminated with biological, chemical or radiological contamination;
 - Improving upon and developing practical solutions to address environmental contamination, specifically related to surfaces contaminated with biological, chemical or radiological contaminants;
 - Assessing and improving upon the field applicability of decontamination methods, including minimizing impacts on the environment, infrastructure, or materials and minimizing the amount of waste generated;
 - Determining the fate and transport of contaminants on environmental surfaces or in the environment and methods for containing contamination and improving decontamination application.
 - Providing *ad hoc* technical support requests from the EPA emergency response community that arise as the result of an immediate need for information on an ongoing response.
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RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs):

1) Knowledge of

- disinfection and sterilization of materials
- experimental methods for assessing disinfection, sterilization, neutralization, inactivation or removal of contaminants from surfaces including soil and vegetation;
- experimental design and measurement of chemical reaction kinetics;
- modeling of chemical reactions and transport;
- sampling and analysis for biological, chemical, or radiological contaminants in environmental matrices;

- statistical analysis in the development of study designs and interpretation of experimental measurements;
 - 2) Skill in interpreting scientific data;
 - 3) Skill in written communication;
 - 4) Ability to lead and train a team of researchers;
 - 5) Skill in oral communication;
 - 6) Ability to develop plans and program initiatives to support establishment of new scientific standards;
 - 7) Ability to manage contracts including preparing procurement requests and monitoring technical performance.
-

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position

Level 1-8 (1550 points)

Mastery of and skill in applying the advanced theories, concepts, principles, practices, and methodology of science and/or engineering, sufficient to:

- serve as a recognized expert in the specific area of emphasis;
- design and implement research projects in response to EPA priorities;
- extend and adapt existing approaches and apply them to the investigation of critical or obscure problems;
- apply the latest developments in the field to resolve controversial problems;
- recommend ways to advance EPA programs and methods; and
- incorporate the latest developments in science and/or engineering into technical guidelines.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes and scope of assignments, including possible stages and approaches. The employee independently plans and carries out assignments, resolves most conflicts, coordinates work with others as necessary, interprets policy and regulatory requirements, develops changes to plans and methodology, and recommends improvements to meet program objectives. Employee keeps the supervisor informed of progress and potentially controversial concerns. Completed work is reviewed for soundness of overall approach, effectiveness in producing expected results, feasibility of recommendations, and adherence to requirements.

Factor 3 - Guidelines

Level 3-4 (450 points)

Guidelines include legislation, agency policy and regulations, professional scientific literature, and standard scientific references. Guidelines specific to research assignments are often general, scarce, not applicable, or have gaps in specificity, requiring considerable

interpretation and/or adaptation. The employee uses judgment, initiative, and resourcefulness in deviating from established methods to solve problems, research trends and patterns, propose new policies and practices, develop new methods, and modify and refine existing guidelines.

Factor 4 - Complexity

Level 4-5 (325 points)

The work consists of rigorous scientific investigation, analysis, and interpretation of environmental problems and issues, and the resulting development of new methods and criteria. Assignments are characterized by abstract concepts, uncertainties in methodology, conflicts between scientific and regulatory requirements, continually changing scientific developments, and intricate and variable data. The work requires the employee to develop standards, methods, and techniques which extend existing methodology, as well as anticipate future trends and propose solutions to highly visible and/or controversial environmental problems. The work is frequently performed in the context of either formal or informal multidisciplinary teams where the investigator can access knowledge outside their primary areas of expertise.

Factor 5 - Scope and Effect

Level 5-5 (325 points)

The purpose of the work is to research critical environmental issues to expand existing knowledge and inform Agency policy and regulation. The work affects the development of mission-oriented scientific understanding, and the state-of-the-art in the specific area of emphasis.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Levels 3c (180 points)

Personal contacts include high-level personnel throughout the Agency, at other Federal agencies, at the state and local government level, in private industry, and in academia.

Primary purpose of contacts is to influence and persuade people who may be skeptical or uncooperative. The employee defends proposed approaches, negotiates settlement of differences, and resolves problems. Secondary purpose of contacts is to collect and exchange information, and to provide consultation on problems.

Factor 8 - Physical Demands

Level 8-1 (5 points)

Work is usually performed sitting or standing, with occasional walking, bending or climbing during field studies or site visits.

Factor 9 - Work Environment

Level 9-1 (5 points)

The work may be performed in both a typical office setting and a laboratory environment.

TOTAL POINTS: 3290
GS-13 Grade Range: 3155-3600

Position Risk Designation: XXX

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name _____	<input type="checkbox"/> This position has no extramural resources management responsibilities
Position Number _____	<input type="checkbox"/> Total extramural resources management duties occupy less than 25% of time
Title <u>Chemical Engineer/Environmental Engineer</u>	<input checked="" type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description
Series/Grade <u>GS-0893.0819-12.13</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description
Organization <u>ORD/NHSRC/DCMD</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u>[Signature]</u>	Date <u>10/13/15</u>
Personnel Specialist's Signature <u>[Signature]</u>	Date <u>2-12-116</u>

Part 1: Contracts Management Duties	Percentage of Time Spent on Contracts Management
Pre-award <input checked="" type="checkbox"/> Plans Procurements <input checked="" type="checkbox"/> Estimates Costs <input checked="" type="checkbox"/> Obtains funding commitments <input checked="" type="checkbox"/> Prepares procurement requests <input checked="" type="checkbox"/> Writes statements of work <input checked="" type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input checked="" type="checkbox"/> Responds to pre-award inquiries <input checked="" type="checkbox"/> Participates in pre-award conferences <input checked="" type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists) _____	<input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input checked="" type="checkbox"/> Defines scope of work for work assignments <input type="checkbox"/> Approves payment requests of ACH drawdowns <input type="checkbox"/> Manages cost-reimbursement contracts <input checked="" type="checkbox"/> Reviews invoices <input checked="" type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list) _____
Post-award <input type="checkbox"/> Prepares delivery orders <input checked="" type="checkbox"/> Reviews contractor work plans <input checked="" type="checkbox"/> Reviews contractor progress reports <input checked="" type="checkbox"/> Monitors government-furnished property <input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	Close-out <input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input type="checkbox"/> Reconciles payments with work performance <input type="checkbox"/> Closes-out payments <input type="checkbox"/> Performs cost accounting <input type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list) _____
	Percentage of Time Spent on Contracts Management <div style="display: flex; align-items: center; justify-content: center;"> <u>45</u> % </div>

Continued

Part 2 Grants/Cooperative Agreements Duties

Pre-application/Application

- Prepares solicitation for proposals
- Identifies potential grantees for area of program emphasis
- Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority whether applicant is eligible, whether funding is available, etc.)
- Provides administrative information to applicants
- Determines appropriateness of applicant's work plan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- Assists applicant in resolving issues in application
- For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- Negotiates level of funding
- Conducts site visits to evaluate program capability
- Serves as resource to Selection Panel
- Informs applicants of funding decisions
- Other (list)

Award

- Prepares funding package, including Decision Memorandum
- Obtains concurrences/approvals
- Reviews/concurs in completed document
- Establishes project file
- Other (list)

Project Management/Administration

- Monitors recipient's activities and progress
- Reviews reports and deliverables and notifies recipient of comments
- Provides technical assistance to recipients

- Advises Grants Management Office of potential problems/issues
- Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- Approves payments requests or ACH draw downs
- Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- Negotiates amendments
- Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- When necessary, recommends termination of the agreement
- Resolves with Grants Management Office administrative and financial issues
- Conducts periodic reviews to ensure compliance with agreement
- Other (list)

Close-out:

- Certifies deliverables were satisfactory and timely
- Provides assistance to recipients and Grants Management Office to ensure timely close-out
- Reconciles payment with work performed
- Notifies recipient of close-out requirements
- Obtains legal assistance if necessary to resolve incomplete close-out
- If project is audited, responds to issues and ensures recipient complies with audit recommendations
- Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

0 %

Part 3. Interagency Agreements Duties

Pre-Agreement

- ☒ Plans and negotiates work effort
- ☒ Estimates costs
- Obtains funding commitments
- Prepares commitment notice
- ☒ Writes or reviews scope of work
- ☒ Responds to pre-agreement inquiries
- ☒ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☒ Performs technical evaluation of work plan and budget
- ☒ Prepares funding package and obtains necessary concurrences
- Other (list)

Project Management/Administration

- Reviews progress reports/financial reports

- ☒ Monitors cost management and overall technical performance
- ☒ Participates in decisions about project modification/termination
- Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☒ Inspects and accepts deliverables
- Other (list)

Close-out

- ☒ Reviews final report
- ☒ Decides on disbursement of equipment
- Reconciles payments with work performed
- Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☒ Certifies deliverables
- ☒ Resolves close-out issues with Grants Management Office/other agency
- Other (list)

Percentage of Time Spent on Interagency Agreements Management:

5 %



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: ORD/NHSRC/DCMD Type of Action: RECRUITMENT SF 52 Request No.: NHSRC-16-001

Position Title/Series/Grade: Chemical Engineer/Environmental Engineer, GS-0893/0819-12

Full Performance Level (FPL) of Position: 13

(Risk designation is based on FPL)

Functional Title (if applicable): _____

(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: BV2600001. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for **all** personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No

What is the name of the incumbent of the above position? _____

If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☒ Yes ☐ No

If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|---|---|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist—Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☒ Yes ☐ No (If "Yes," include clearance justification w/package) What clearance level is required? ☒ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. **Requires access to sensitive information or materials?** ☒ Yes ☐ No (If "Yes," check all that apply.)
☐ EPA's financial resources/records ☒ Confidential business information
☐ Proprietary information ☐ Personally identifiable information (e.g., address)
☐ Audits (e.g., financial reviews) ☐ Sensitive personally identifiable information (e.g., SSN, date of birth)
☐ Investigations (e.g., CID) ☐ Other information that, if compromised, could cause harm (describe on separate page)
5. **The scope of this position is:**
☐ Local ☐ Regional ☒ National ☐ Global
6. **The impact/potential harm this position could cause would be:**
☐ Internal to EPA ☒ Multi-Agency/Government-wide ☐ Beyond the Government
7. **Position is a presidential or political appointment:** ☐ Yes ☒ No
8. **Requires access to hazardous or dangerous material (nuclear, biological, or chemical):** ☐ Yes ☒ No
 What materials are involved? _____
9. **Makes policy that affects AAship, Regional or Agency operations** (not simply local branch or section operations):
☐ Yes ☒ No Describe: _____
10. **Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off:** ☐ Yes ☒ No
11. **Obligates the agency to take action or spend funds:** ☐ Yes ☒ No
 What actions? _____
 What amount of funding typically? _____ What is the ceiling? _____
12. **Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations:** ☒ Yes ☐ No (If "Yes," check all that apply.)
Communicates with:
☒ EPA personnel
☒ Government entities outside of EPA
☒ Audience beyond government, including media, private industry, academia, environmental interest groups
Communication methods:
☒ Shares factual information (e.g., technical or policy reports, outreach, or public relations material)
☒ Participates in meetings, conferences, or seminars
☐ Posts material on the EPA intranet or public website
☐ Represents agency or negotiates/defends significant or controversial matters
13. **Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications:** ☐ Yes ☒ No
 What systems/programs are involved? _____
14. **Directly enforces health regulations and/or protects public safety:** ☐ Yes ☒ No
15. **Investigates or audits government or nongovernment personnel, programs, and/or activities:** ☐ Yes ☒ No
 (Note: Relates to investigating and auditing, but not simply overseeing.)
 What personnel, programs, and/or activities are involved? _____
16. **Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure:** ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. **Requires official EPA credentials:** ☐ Yes ☒ No
 (Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. **Other unique or critical characteristics/duties/requirements not previously covered?** ☐ Yes ☒ No
 Describe: _____

Shawn Ryan

CN=Shawn Ryan/OU=RTP/O=USEPA/C=US

Name (Please Print)
 Director, NHSRC/DCMD

Signature

10/15/2015

Title

Date

DEGREES AWARDED BY THE UNIVERSITY [REDACTED]

DEGREE: DOCTOR OF PHILOSOPHY
DATE: AUGUST 17, 2015
MAJOR: CIVIL ENGINEERING